Writing A High Quality Proposal

Peer Review Perspective

Need for Services (30 points)

The Reviewer Considers the Following Guiding Questions:

- Does the applicant clearly identify a problem or need that should be addressed?
- Does the applicant clearly describe the community and provide sufficient detail as to how the services will help meet the needs of the community?
- Does the applicant include demographic information, e.g. size of the community, economic conditions, size of the target school population, educational attainment level of the community, social issues that impact the target population?
- Does the applicant provide documentation to support information given?
- Does the applicant discuss the process for selecting the participating school(s)/students?

Project Design/Services (30 points)

The Reviewer Considers the Following Guiding Questions:

- Are there clearly identified project objectives?
- Does the applicant include the four components of a measurable objective?
  - Subject (who is the target or focus)
  - Behavior (what will be changed or improved)
  - Specific criteria for assessing improvement, readiness, or achievement
  - Time period for performance or assessment
- Are the activities and services developed from scientifically-based research?
- Does the applicant clearly describe the activities to be provided by the project and elaborate on how these objectives are measurable and can be linked to specific needs?
- Does the applicant clearly state, for multiple schools and/or age groups, the school and/or grade level each objective relates to?
- Does the applicant clearly state, for multiple schools and/or age groups, the school and/or grade level for which the activities and services are planned

Management Plan/Budget (20 points)

The Reviewer Considers the Following Guiding Questions:

- Does the applicant use timetables and position descriptions for key staff to help describe the structure of the project and the procedures for successful management?
- Does the applicant describe how costs are reasonable in relation to the number of persons to be served?
- Does the applicant describe how information will be disseminated to the community about the project?
- Does the applicant describe a preliminary plan for how the project will be sustained once funding has ended, and is this plan credible?
- Does the applicant describe how the project with will be coordinated with other federal, state or local programs?
- Do the letters of commitment or memoranda of understanding clearly indicate the role and capacity of each partnering organization?

Evaluation (20 points)

The Reviewer Considers the Following Guiding Questions:

- Is the following information evident in the evaluation section?
  - Types of data to be collected
  - Timetable for collecting various types of data
  - Design methods to be used in data collection process
  - Types of instruments that will be used
  - Procedures for how data will be analyzed
  - Availability of reports on results and outcomes
  - The procedures the project will use to monitor progress and provide accountability information to stakeholders about the success of the project
- Does the applicant address capacity and willingness to provide requested evaluation data to the Virginia Department of Education?
- Has the non-school division clearly established a cooperative arrangement with the school division to meet reporting requirements?

Top 10 Signs of a High Quality 21st CCLC Application

1. Demonstration of high need for services
2. Objectives that are specific and measurable
3. Detailed budgets that demonstrate reasonableness
4. Demonstrated participation of teachers/staff/community in the grant project from planning through implementation
5. Targeted professional development plan and activities
6. A moderate reliance on outside letters of support
7. Developed sustainability plan and demonstration of previous success
8. Activities and services that reflect the need and objectives sections
9. An evaluation plan that reinforces the objectives
10. Data, data, data, data